Instructions for Application to the
Grants for Adaptive Sports Programs for
Disabled Veterans and Members of the Armed Forces program

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BEFORE YOU BEGIN THE PROCESS PLEASE NOTE THE FOLLOWING -

The Grants for Adaptive Sports Programs for Disabled Veterans and Members of the Armed Forces program is for ADAPTIVE SPORTS ENTITIES USE ONLY. Adaptive Sports Entities include diverse organizations such as National Paralympic Committees, National Governing Bodies, Veterans Services Organizations, Parks and Recreation Departments, colleges and universities, hospitals, and Paralympic Sports Clubs.

In compliance with the Office of Federal Financial Management (OFFM) policy directive, electronic submission is mandatory; hard copy submissions are no longer acceptable.

In order to apply for an adaptive sports grant, the total project cost must be no greater than the authorized annual limit of $8,000,000.

Applications for the 2014 Adaptive Sports Grant List must be submitted by August 11, 2014.

STEP 1: Registration

To participate in the Grants for Adaptive Sports Programs for Disabled Veterans and Members of the Armed Forces program, you must be registered at (http://www.grants.gov/applicants/get_registered.jsp)

STEP 2: Complete the initial request for an Adaptive Sports Program Grant. Your initial application is complete when you have successfully submitted the application package in *Grants.Gov*.

STEP 3: The following information must be submitted when making the initial request for a grant.

Download and complete the official Department of Veterans Affairs forms:
➢ **SF 424**
➢ **SF 424A**
➢ **SF 424B**
➢ **Project Abstract**

They can be found on the Grants.Gov web site

Once you have downloaded the application package, you can complete it offline, a handy feature that allows you to share the document in your office and complete it at your own pace.

STEP 4: Save your application.

Save your application to your computer as changes are NOT automatically saved.
Remember to click the Save button when you have completed the package and are ready to submit it.
The package cannot be submitted until all required fields have been completed.

STEP 5: Submit the above to the http://www.grants.gov/ web site.

Using the username ID and password you entered when you registered, you can submit your application package. In order to submit your application, you must already be registered and you will need to have already completed the application package.
The "Submit" button on the application package cover page will only become active after you have completed all required forms, attached all required documents, and saved your application package. Click on the "Submit" button once this process is complete and you are ready to send the completed application to Grants.gov.
Next, review the provided application summary to confirm the application will be submitted to the correct program. Click the "Yes" button if this information is correct and you are ready to submit the application. If you are not already connected to the Internet, you will be directed to do so and will need to login to Grants.gov using your username ID and password.
After you have clicked the "Sign and Submit" button on the summary page, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the upload is complete. Note that a Grants.gov tracking number will be provided at the bottom of this screen, as well as the submission's official date and time. Record this number so that you may refer to it

NOTE - The above is only the first step in the application process.

You may review the status of your grant request at http://www.grants.gov/ web site.

STEP 6: Track the Status of a Completed Grant Application.

Once an application has been submitted, you can check the status on the Track My Application page at
http://www.grants.gov/applicants/track_my_application.jsp .
You may identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

STEP 7: Applications should not be mailed to VA. Questions on the application process can be addressed to the information listed above**:**

Mr. Michael F. Welch
Office of National Veterans Sports Programs & Special Events (002C)
Suite 912D
Department of Veterans Affairs
810 Vermont Ave., N.W.
Washington, D.C. 20420
Phone #: (202) 632-7136
Michael.Welch5@va.gov or vacoadaptiveSP@va.gov

STEP 8: If adaptive sports activities will be implemented through partnerships as described in 77 CFR §§ 77.5(a)(5) and 77.8(b), signed documentation of the partners confirming a partnership relationship must be submitted in Grants.Gov by August 11, 2014. Without the partnership documentation, the project will be evaluated as the proposed partnership has not been officially established and cannot be verified.

 Helpful Hints:
 Remember that all username ID and passwords are case sensitive. If the Submit button is not active, please check to be sure you have:
> Completed all mandatory fields in all mandatory forms and moved them to the Mandatory Completed Documents for Submission box.
> Clicked the Save button AFTER all documents have been moved to the Mandatory Completed Documents for Submission box.
> Completed all mandatory fields in all optional forms that have been moved to the Optional Completed Documents for Submission box.
> Closed all Internet browser windows.
> If the Submit button is active and you are still unable to submit the form, make sure that your computer meets the system requirements and you have the latest version for Grants.Gov as described on the web site.
> If you are using a dial-up modem, it may take several minutes for the application to upload and be submitted. A high-speed Internet connection or DSL connection will process the application much faster.